

9 December 1981

From: EAA Store Manager  
To: Chief, Benefits and Services Division  
Via: Deputy Chief, BSD

Subj: End of Year Inventory

1. The end of the year Inventory for the EAA Store will be taken on 4-5 January 1982. It is requested that I be furnished with two persons to assist.

2. During the Inventory period we will also be making adjustments in our pricing procedures. This is in compliance with the IRS audit.

3. If two Agency persons are not available, it is recommended that we use two summer only employees from 1981.



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4. I ASKED BOTH CPB [ ] & IB [ ] TO STAT  
COME UP WITH ONE PERSON TO HELP [ ]  
[ ] WITH INVENTORY ON 4 & 5 JAN. Jim  
HAS BEEN ADVISED.